

6-10-1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 19 March 1971

1. Voluntary Investment Program: A meeting of the VIP Board of Trustees was held on 16 March 1971. It was agreed that the Employee Bulletin announcing the program should be released as soon as possible. The projected distribution date is 26 March 1971. The Headquarters forms for the VIP were forwarded to Logistics on 19 March and printer's proofs should be available for review by 23 March. The printing of the forms should be accomplished by 31 March.

25X1A 2. Special Briefings: [REDACTED] Chief, Retirement Affairs Division, on 18 March, briefed key personnel of the Office of Logistics on the retirement program in general and with specific reference to the VIP Program. The presentation was well received. [REDACTED] Chairman of the VIP Working Group, briefed [REDACTED] Chief of Support, WH Division, on 17 March on the VIP Program. [REDACTED] is scheduled to tour WH installations in the near future and requested the VIP briefing so that he might establish the VIP concept and respond to questions posed by members of his component.

25X1A 3. Attendance at Civil Service Commission Seminar for Retirement Program Administrators: [REDACTED] Deputy Chief, RAD, attended a three-day seminar at the Civil Service Commission for officers engaged in retirement program administration. This seminar was instituted a year or so ago by the Commission

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as a follow-up to their official announcement strongly recommending that Government agencies establish pre-retirement counseling and assistance programs. The seminar covers the essential elements of such programs (pre-retirement counseling, seminars, etc.) and offers suggestions for improving the effectiveness.

When the Civil Service Commission was developing this seminar, RAD was consulted for our views and suggestions as to content, emphasis, etc.

4. Consultants: We have started the annual consultant renewal exercise. Forms 503 (Justification for Consultant) for each consultant have been forwarded to the using components for completion. The transmittal memorandum requests that the completed forms be returned to us on or before 15 April 1971. Upon return, the 503's will be set up in "book" format for the Director's approval.

5. Recruitment:

25X1A a. [REDACTED] our clerical recruitment officer in New England, encountered a small protest demonstration on 15 March at Quinsigamond Junior College at Worcester, Massachusetts. The new Placement Director at the school published a notice of [REDACTED] planned unannounced visit to address the secretarial studies students. When it became impossible to conduct interviews, [REDACTED] left the campus. There were no press reports of the incident.

25X1A b. [REDACTED] our recruitment advertising agency, visited us on 19 March. During the discussion he made a proposal for our display advertisement in the 1972 issue of the College Placement Annual.

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6. Cooperative Education:

a. [REDACTED] visited Northeastern University on Tuesday, 16 March 1971 and interviewed nine co-op candidates. Of this group, two were asked to complete and return application forms.

b. Regretfully, we have released two co-op students from the program in FMSAC because of failing grades at college.

7. Position Classification: We have received from the Office of Security 239 position descriptions covering the professional positions in that component. These descriptions are now being reviewed.

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8. Attendance at PI School: [REDACTED] Placement Officer, will attend the Photographic Interpretation orientation school from 5-9 April at OFFUTT Air Force Base, Omaha, Nebraska. This will further increase [REDACTED] appreciation of the functions of NFIC.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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